IN THEIR OWN WORDS • A Workshop Designed to Enhance the Learning Environment

Workshop Outline

NOTES ON THIS OUTLINE:
• Times are approximate and meant as guidelines to help keep the workshop on schedule and within the hour timeframe.
• Adjust to fit each group, and remember that it is better to stop when the discussion is energetic than when it is beginning to lag.

I. WORKSHOP INTRODUCTION • Time: Approximately 3 minutes.
• See notes in binder.

II. METHODOLOGY OVERVIEW • Time: Approximately 3 minutes.
• Describe, verbally, the methodology.
• Emphasize legitimacy of qualitative research.
• Acknowledge contradictory statements and explain their value.
• Inform participants that they will receive a full written description of the methodology later.
• Resist any efforts to sidetrack workshop with a discussion of methodology.
• Ask the participants to please concentrate on what the students are saying, not the methodology.

III. VIDEO SEGMENT ONE • Time: Approximately 20 minutes.
• Distribute note-taking sheets.
• Instruct participants to take notes on what strikes them as significant or interesting.
• Play first segment.
• After you have stopped the tape, give participants a minute or so to finish their notes.
• Use comments to get facilitation of segment started, e.g., “What was a common theme in this segment?”
• Have second facilitator recording on easel and adding comments to fill in.

IV. VIDEO SEGMENTS TWO AND THREE • Time: Approximately 20 minutes.
• Facilitate these separately, or as a unit (based on time available).
• Remind participants to continue to take notes on the sheets you distributed.
• Play second and third segments.
• Facilitate trying to draw general themes together as well as generating and offering some practical tips.

V. WRAP-UP • Time: Approximately 5 minutes.
• Have second facilitator review some of the main points and tips.
• Distribute methodology write-up.
• Ask participants to complete workshop evaluation forms. Emphasize that the evaluation forms also allow participants to suggest other workshop topics.
• Request that participants also turn in the notes they took during each segment for feedback purposes and to use in continuing development of the workshop.
• Explain that notes from the activity will be delivered to unit head for further consideration and action.
• Thank participants for their willingness to discuss.